FMU 77
Facility Work Control Procedure

FMU77-WCP-2002-01

Prepared by:
SIGNATURE ON FILE

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Approved by:
SIGNATURE ON FILE 5/29/02

Dave Riker, Facility Manager, P-FM Date

FMU 77 WORK CONTROL PROCEDURES

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1.0 Introduction

FMU 77 is dedicated to providing consistent high quality, responsive, and cost effective facility management services that effectively meet the needs of our tenants. This document establishes the standard methods to be used for the control of all facility work within FMU 77. These requirements are based on LIR 230-03-01.5.

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1.1 Facility Work Requested and Controlled through Support Services Subcontractor (SSS).

PROCEDURE:

1. Originate work. Any tenant or Facility Management Support Team (FMST) member may request routine work by e-mail to fmu77-workrequest@lanl.gov. Urgent work requests may be made by other means. Work Request Instructions for tenants can be found in Section 1.4, Tenant Work Request Instructions. A Facility Coordinator (FC) may also initiate work without a request from a tenant, as is typically done for maintenance of FMU-owned equipment.

   1a. The FC will acknowledge receipt of all work requests immediately upon receipt.

2. The FC, works closely with the originator, to establish a description of the work, assign a reasonable work request need date and priority, determine if configuration management is applicable, and initiate the formal work order.

   Note: A thorough and accurate description of the requested work, a viable need date, and appropriate priority are critical to the efficiency of the work control process. Good descriptions shorten the review process for ES&H, Davis-Bacon, work planning, configuration management and work control in general. Viable need dates and work order priorties allow FMU-77 staff to effectively manage the most important and urgent work priorites.

3. A FM designated Authorized Person, (see **Attachment I** for Assignment of FMU 77 Work Control Personnel Memo) which is usually an FC, initially completes the ES&H Hazard Screening (Form 1692 - see **Attachment II**). This is a critical step in ensuring that site-specific hazards associated with the work site are identified and the ESH ID or NCB process' (see A**ttachment III and IV**) initiated if new or modified activities will be taking place. Careful consideration including a walk-down of the work location shall be given to ensure that site-specific hazards are identified. If there is any uncertainty regarding a hazard, a member of the ES&H Team should be consulted.

   If all sections of the ES&H Hazard Screening are marked "NO", or if sections are marked "YES" and the standard required control measures on the form are the only controls required, the work request may proceed with only the signature of the authorized person on Form 1692.

   If any section is marked "YES" and controls other than the listed standard controls may be needed, the work package must be forwarded to the ES&H Team for further review. Forms 1692 shall be signed by a designated Qualified Person.

Signature(s) indicates that all known existing site hazards that may impact the work have been identified and that adequate provisions have been identified to effectively address site hazards.

4. The FC sets the work order priority, based on the criteria in LIR 230-03-01.5, attachment 9.2. (Facility Work Control)

5. The FC determines management level (ML) based on the criteria of LIR 230-01-02 (Graded Approach to Facility Work).

6. The FC determines if the planned work is skill of craft (SOC). The use of SOC is discretionary for both the FC and the work provider.

7. For ML-3 or ML-4 maintenance work, the FC approves the Work Order by signature to proceed. The term "maintenance" implies using like-for-like components to repair or maintain something in its current configuration. Any work that is not maintenance or involves ML-1 or ML-2 systems requires FM or designated FM review and approval signatures.

8. The FM determines if there are any special work requirements to include configuration management, which the FMU needs to add to the planning process for the work. Refer to LIR 230-04-01.0 Laboratory Maintenance Management Program and LIR 240-01-01.2 Facility Configuration Management for further guidance. Examples: Special post maintenance testing, special scheduling considerations, engineering requirements, as-built drawings, for configuration management, etc. ML1 or ML 2 work requires a higher level of specification, including documented acceptance criteria.

9. The appropriate FM or designated FM review and approval signature indicates that the Work Order is complete, clearly identifies the work and any applicable acceptance criteria, and is ready to be submitted to the work-provider.

10. Any changes in the scope of work from this point forward must be made in accordance with Section 1.3 of this Work Change Order Procedure and LIR 230-03-0.5 section 7.4.6.

11. The FC submits the approved Work Order package to SSS.

    SSS shall:
    a. Print Master or Duplicate work order package.
    b. Compile work order package, including an Activity Hazard Assessment (AHA) to address any identified site hazards as well as any task hazards. Any required permits such as lock-out/tag-out, penetration, spark and flame, excavation, SEWP's or others should be assembled with the package.
    c. Review the work package for completeness.

12. A FC must review and approve the work package before the work can be scheduled. Approval is indicated by signature on the work package approval block.

13. The work provider schedules work and coordinates the appropriate crafts. FMU personnel shall approve the schedule before work begins.

14. Work shall not be performed without release by FMU personnel. All work must be scheduled and approved by FMU personnel. FMU personnel shall control work by knowing who is working at the FMU through an accurate scheduling process and documented (at least daily) acknowledgement of worker check-in to start work and checkout at the end of work. The work provider shall contact the FC prior to starting work.

15. Workers shall sign as indicated on the CMMS work package, i.e. FMWC4REV1 (Pre-job). Pre-job shall be performed and signed before work is started. At the work site, the workers evaluate the job and hazard information against the actual conditions they find at the site. They shall not start the work until they agree that they are properly informed and prepared to perform the work safely.

16. The FC verifies completion of the work and any required acceptance testing. FMWC3 (Work Documentation Form) is completed and signed after work is complete. If satisfied, the FC signs off in the Work Completion Signature Section of the work package.

17. The FC, Facility Engineer and Zone Staff complete any applicable configuration management, equipment history, lessons learned, or other required documentation.

18. The completed Work Package is filed in the FMU-77 central files.

1.2 Routine Maintenance Work Orders through SSS

PROCEDURE:

1. Routine maintenance work orders are written using much of the same process as any other work order, except they are held in an open status for long periods of time, typically for an entire fiscal year. They are written to cover minor, repetitive maintenance or service activities that occur frequently throughout the year. The tasks described on the work order should be very well defined and limited to a specific function. They must be ML3 or ML4, SOC, maintenance activities. Some typical examples of routine work orders are re-lamping, locksmith functions, restroom repairs, pest control and minor door maintenance.

2. The FC writes the work order and completes the ESH site hazards form for the typical site where the work will be performed, just like any other work order. The FC will include verbiage in the work description that states that each request will be reviewed individually and if additional hazards are present, a new ESH screen will be initiated, with review by a qualified person when required.

3. Tenants may request work by using the e-mail request system (fmu77-workrequest@lanl.gov). The FC will assess the hazards in the area where work has been requested. The FC then sends an e-mail to the JCNNM scheduler authorizing work to be done using the specific standing work order number and either authorizes use of the ESH screening form in the original package or initiates a new one if there are additional hazards at the work site.

4. Custodial, zone support, and administrative tasks are written as routine maintenance and do not required formal requests.

1.3 Autogenerated work orders through SSS (PM's)

PROCEDURE:

1. PM's are auto-generated maintenance tasks done on regular time schedule. The PM work orders are pre-built on a "model work order" in the CMMS system. An up-coming PM will show up automatically in an FC's work order list. The FC reviews the work order for appropriateness assesses the site hazards and completes the ESH hazard screen form, with assistance from the ESH team when requested.

2. The work provider then schedules the work, the schedule is approved and the work is authorized like any other work order.

3. Follow steps 11-17 of section 1.1 Facility Work Requested and Controlled through SSS.

1.4 Facility Work Requested through BUS (Outside Contractors)

PROCEDURE:

1. **Request work**. Any tenant or Facility Management Support Team (FMST) member may request work by e-mail to fmu77-workrequest@lanl.gov or by other means. This person is the "Originator." Work Request Instructions for tenants can be found in Section 1.4, Tenant Work Request Instructions.

2. The Facility Coordinator (FC) completes the work description and initiates the formal Work Order Package/Purchase Request, and if required, the ES&H Site Hazard Screening, and the Davis-Bacon Review

3. A FM designated Authorized person completes the ES&H Hazard Screening (Form 1692) and initiates the ESH ID or NCB process' if new or modified activities will be taking place. This is a critical step in ensuring that site-specific hazards associated with the work site are identified. Careful consideration including a walk-down of the work location shall be given to ensure that site-specific hazards are identified. If there is any uncertainty regarding a hazard, a member of the ES&H Team should be consulted.

   If all sections of the ES&H Hazard Screening are marked "NO", or if sections are marked "YES" and the standard required control measures on the form are the only controls required, the work request may proceed with only the signature of the authorized person on Form 1692.

   If any section is marked "YES" and controls other than the listed standard controls may be needed, the work package must be forwarded to the ES&H Team for further review. Forms 1692 shall be signed by a designated Qualified Person.

   Signature(s) indicates that any existing site hazard(s) that may impact the work has been identified and that adequate provision(s) for addressing the site hazard(s) has been identified.

4. FC sets work priority, based on the criteria in LIR 230-03-01.5, attachment 9.2.

5. The FC determines management level (ML), based on the criteria of LIR 230-01.02. Skill of Craft determination does not apply to this type of work.

6. The FC determines if there are any special work requirements or configuration management the FMU needs to add to the planning process for the work. Refer to LIR 230-04-01.0,Laboratory Maintenance Management Program, and LIR 240-01-01.2 Facility Configuration Management for further guidance. Examples: Special post maintenance testing, special scheduling considerations, engineering

requirements, as-built drawings, etc. ML1 or ML 2 work requires a higher level of specification, including documented acceptance criteria.

7. The FC submits the completed Purchase Request, ES&H Site Hazard Screening, and Davis-Bacon.

8. For ML-3 or ML-4 maintenance work, the FC approves the Work Order by signature to proceed. Maintenance implies using like-for like components to repair or maintain something in its current configuration. Any work that is not maintenance or involves ML-1 or ML-2 systems requires FM or designated FM review and approval signatures.

9. This signature indicates that the Work Order Package is complete, clearly identifies the work and any applicable acceptance criteria, and is ready to be submitted to the work-provider.

10. Any changes in the scope of work from this point forward must be made in accordance with Section 1.3, Work Change Order Procedure.

11. BUS personnel carry out the appropriate purchasing/contracting procedures. See the Laboratory Procurement Standard Practices Manual for details.

12. FC, ES&H Team Member, and Facility Engineer (when required) shall attend Pre-bid meeting.

13. BUS ensures that the selected contractor provides the required safety plans and AHA's as applicable. For construction work, ESH-5 must approve the safety plan and AHA. The FMU 77/ ES&H Team must also be provided copies of the safety plan and AHA for concurrent review. Training records and ES&H programs, if required, are verified for completeness.

14. Work is authorized to proceed after work package is approved as required by the work provider, the FC, BUS, and ESH-5.

15. Prior to start of work, a pre-job meeting will be held.

The following individuals or representatives should be in attendance at the pre-job meeting:

- BUS Representative
- FC
- FMU ES&H Team representative
- FMU Engineer Representative
- Work Originator
- Work Provider

Typical items for discussion in pre-job meeting include:

- Building access
- Contractors AHAs and Safety Plan
- ES&H issues (i.e. waste, emergency contacts)
- Required permits
- Security Requirements
- Sign-in requirements, location and procedures
- Start and completion dates
- Work Control/scheduling

16. FC informs Zone 10 Scheduler for inclusion on the work schedule for the FMU.

17. Workers sign in at SM-253 or other pre-approved location. The FMU staff verifies that the contractor has, in their possession, the required documentation and approvals to start the work.

18. FMU Personnel will initially and periodically evaluate job and hazard information against actual conditions. FMU Personnel will stop work if necessary and notify Contract Administrator. Stop Work is lifted when hazards are properly mitigated.

19. The work provider performs the work.

20. FC reviews work. Acceptance process is completed in accordance with BUS procedures.

21. The FC, Facility Engineer, and Zone Staff complete any applicable configuration management, equipment history, lessons learned, or other required documentation.

1.5 Change of Scope

PROCEDURE

Three methods to change work are allowed. Each has specific limitations that must be met in order for the method to be used.

1. Pen and Ink Changes

   Pen and ink may only be used for the following types of change**:**
   - The scope of work is reduced.
   - A previously marked/identified hazard is found not to be present.
   - An additional control measure is identified for a hazard already identified in the work package.
   - A hazard control measure is changed, but is at least as stringent as the original control.

   Who can make pen and ink changes?
   - Changes to the work request or ES&H Site Hazard and Control Form can only be made by a person that has been authorized by the FM.
   - Changes to AHAs and other work provider generated documentation can only be made by the work provider (Zone-FMD or JCNNM Qualified Person).

   Method for pen and ink change:
   - Use blue or black ink.
   - Line out with a single line and/or add text. Do not erase or scribble out existing text or marks.
   - Initial and date.
   - Communicate change with affected workers and supervisors.

2. Work Control Change Notice (Form FMWC 2)

   This method must be used if:
   - There is a minor increase in the scope of work or an addition of principle work steps.
   - Additional or different crafts are needed.
   - Changes that potentially increase the cost of the work.
   - A new hazard is identified.
   - A change to a less stringent hazard control is to be implemented.

Who must authorize this method of change?

- Scope of work change: The facility manager designee (should be the FC, or FM).
- Site Hazard or Control: The FMU authorized or qualified person (FC, or ES&H).
- Task Hazard or Control: The work provider qualified person (Zone-FMD or JCNNM Qualified Person).
- Changes in craft requirements or other work provider generated documentation: The work provider (Zone-FMD or others as authorized by the Zone Manager).
- If the scope of work changes on a maintenance request, resulting in a change to a system, structure, or component, the change must be approved and documented by the FM with a P-FM MEL Change Request Form (see **Attachment V**).

Method:

- Complete Form FWMC 2 (or latest version in CMMS).
- FC must sign indicating approval of the change notice.
- Affected workers and supervisors must review the change and sign the change notice signature page.

3. Reinitiating the Work Control Process

The work package shall be rewritten if:

- There is a major change in the scope of work.
- If the documentation becomes unreadable or confusing due to numerous pen and ink or work control change notice forms.

1.6 FMU 77 Tenant Work Request Instructions

Send e-mail to: fmu77-workrequest@lanl.gov

SUBJECT LINE: Work Request – TA-BLDG-ROOM

Information Required in Text:

1. Originator's Information:
   Name, group, and phone number are necessary for communication. Provide cost codes and program codes for programmatic requests.

2. Work Request Information:
   TA, Building, Room and other information necessary to specify the appropriate work location.

3. A description of the work being requested; specify as much detail as possible.

4. Contact name if other than yourself.

5. List any known hazards or other concerns associated with the work location.

Obtain additional information from the P-FM website located at http://www.lanl.gov/pfm

Insert Work Control Process Flow Chart Here

1.8 Definitions

Acronyms

AHA – activity hazard analysis
BUS – Business Operations (Division)
CMMS – Computer Maintenance Management System
ES&H – Environment, safety, and health
FC – facility coordinator (For the purposes of this document, a Project Manager's responsibilities are the same as an FC's)
FM – facility manager or designee
FMU – facility management unit
LIR – Laboratory implementation requirement
ML – Management Level
SEWP – Special Electrical Work Permit
SOC – Skill of Craft
SSS – Support Services Subcontractor

Terms

Activity hazard analysis – A document or set of documents that includes identification of the site hazards and controls, principal work steps, task hazards and controls, and necessary permits and training.

Facility coordinator (FC) – An individual designated, in writing, by an FM, as the initial point of contact for a clearly defined portion of the FMU in the work control process. (For the purposes of this document, a Project Manager's responsibilities are the same as an FC's)

Management level 1 (ML1) – Rigorous application of applicable codes, standards, procedural controls, verification activities, documentation requirements, and formalized maintenance program. Could include facility work for which independent review and management approvals for such things as design verification, procurement, fabrication, installation, assembly, and construction are considered essential

Management level 2 (ML2) – Selective application of applicable codes, standards procedural controls, verification activities, documentation requirements, and formalized maintenance program (i.e., certain elements may required extensive controls, while others may only required limited control measures). Could include facility work that may require independent review, management approval, and verification of design outputs, surveillance during procurement, fabrication, installation, assembly, and construction.

Management level 3 (ML3) - Application of appropriate codes, standards, procedural controls, verification activities, and documentation requirements that

are consistent with recognized industry practices. Could include facility work that is normally manufactured, installed, assembled, and/or construction in accordance with recognized codes and standards.

Management level 4 (ML4) – No formal management controls required, follow standard policy and procedures (i.e., activities where codes and standards are not applicable).

Originator – A person that requests work on behalf of the laboratory.

Work package – A package of required and supplemental forms/documents defining the work and the associated hazards and controls.

Work Provider – a subcontractor who performs facility work at the Laboratory.

Attachment I

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memorandum

Physics Division
Facility Management

To/MS: File
From/MS: David Riker, PFM, MS D459
Phone/Fax: 7-9008 / 5-9226
E-mail: rikerd@lanl.gov
Symbol: FMU-77:09:02
Date: May 15, 2002

SUBJECT: ASSIGNMENT OF FMU 77 WORK CONTROL PERSONNEL

Per the requirements of the Hazard Analysis and Control for Facility Work LIR [402-10-01], the Facility Manager authorizes the following assignments:

Authorized Persons

Name	Z#	Name	Z#
Stephanie Archuleta	104588	Tom Montoya	086394
Jeff Bingham	098580	Walter Atencio	089490
Tom Bucholz	082644	Billie Shull	110829
George Montano	086392	Dory Ryan	091809
Richard Gutierrez	100801		

Qualified Persons

Name	Z#	Name	Z#
Tom Montoya	086394	Walter Atencio	089490
Stephanie Archuleta	104588	Dory Ryan	091809

Per the requirements of the Facility Management Work Control LIR [230-03-014], the Facility Manager authorizes the following assignments for the purpose of approving work requests, releasing work, closing out work, and closing out work packages:

Facility Manager Designees (FMD)

Name	Z#	Name	Z#
Stephanie Archuleta	104588	Tom Montoya	086394
Jeff Bingham	098580	Walter Atencio	089490
Tom Bucholz	167453		
Richard Gutierrez	100801		

The Facility Manager authorizes the following assignments of the JCNNM staff within Zone 10 who provide work control services to FMU 77. Their signature authority is limited to: work package approval and work release signatures after verbal approval by an FMD listed above.

Facility Manager Designees (FMD)

Name	Z#
Jimmy Valdez	093256
Annabelle War	108998
Vickie Garcia	186372
Martha Martinez	187562

NOTE: Use these buttons to print or save the form. DO NOT use the browser tool bar. SAVE PRINT

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Attachment II

ES&H SITE HAZARD AND CONTROL FORM

Instructions: An authorized person designated by the FM is responsible for initial identification of environment, safety, and health (ES&H) site hazards associated with this work request. Identify hazards to which workers could be exposed at the work site. Circle a specific hazard if it is listed as an example or identify it in the blank space. Check any standard site controls. All questions must have a response.

Work Request No.	FMU	TA	Bldg.	Room	Other Location

Environmental Impacts: Does the work involve…	Check Yes or No	
Potential disturbance of a watercourse (river, creek, arroyo, canyon, draw, or wash) or water discharges?	__No	__Yes Contact ESH-18 or designee.
Air emissions?	__No	__Yes Contact EHS-17 or designee.
Changes in existing waste streams or generation of hazardous waste?	__No	__Yes Contact EHS-19 or designee.
New construction projects; modified construction plans; new or modified programs or processes; ground clearing; use of off-road vehicles; outside activities resulting in increased light or noise; change in an outside footprint; decommissioning, decontamination, or demolition? (Routine maintenance as defined in NEPA B.1.3 does not require a NEPA review.)	__No	__Yes[a] ESH-ID No._____ OR Contact ESH-20 or designee.

Site Hazards	Hazard(s) present?	Check any standard site control(s)	Specify existing or additional control(s)[b]
Ionizing Radiation Handling radioactive material, entering posted radiological areas, working near radiation-producing devices.	__Yes __No	__RWP __Posted area	
Worker Exposure Working near nonionizing radiation, noise, chemicals, hazardous biological materials, lead, asbestos, temperature/humidity extremes, or high explosives.	__Yes __No	__Follow entry[c] posting.	
Energized and Operative Systems Working near energized electrical parts, unlisted or unapproved electrical equipment, or explosive materials; working near unprotected belts, pulleys, chains, or rotating equipment; fuel-fired equipment other than vehicles; or spark- or flame-producing operations.	__Yes __No	__Mitigation addressed by work provider. __Spark and flame permit.	
Elevated Work Surfaces Unprotected structures and work surfaces elevated by more than 6 feet?	__Yes __No	__Mitigation addressed by work provider.	
Confined Spaces Entry into tanks, manholes, cooling towers, sumps.	__Yes __No	__Mitigation addressed by work provider.	
Indoor or outdoor excavation; soil disturbance; or ceiling, floor, wall, or roof penetration.	__Yes __No	__Mitigation addressed by work provider. __Complex Penetration Permit	
Other (Describe)	__Yes __No		

PRINT SAVE CLEAR FORM

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ES&H SITE HAZARD AND CONTROL FORM (Cont.)

Special Training, Escort, or Access Requirements:

__HE Hazard Briefing

Other (Describe)

Authorized Person_____**Date**_____
Name (Print) Signature

Qualified Person
(if required)_____**Date**_____
Name (Print) Signature

[a] If yes is checked, the ESH-ID number must be filled in.

[b] Qualified person only [Use continuation form (Form 1692) if necessary].

[c] For work that does not involve direct exposure to chemicals. Occupants must clear immediate work area of chemicals.

SAVE PRINT CLEAR FORM

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ES&H SITE HAZARDS AND CONTROLS CONTINUATION FORM

Site Hazard	Site Control

Qualified Person

_____

Signature **Date**

SAVE PRINT CLEAR FORM

Attachment III

http://www.esh.lanl.gov/~esh3/eshid.html

The ESH-ID Process is a Laboratory service designed to assist LANL personnel in identifying and managing ES&H Laboratory Implementing Requirements (LIRs) having the potential to impact project planning and execution. The ESH-ID Process replaces the Environment, Safety and Health (ES&H) Administrative Requirement 1-10 “ESH Questionnaire.

ESH-ID Services

- A customized, electronic, LANL-wide information and communication system designed specifically for the ES&H review of your project
- Data collection and submission at your desktop
- Identification of and electronic linking to LANL requirements specific to your project
- On-line review and guidance by the appropriate Subject Matter Experts (SMEs)
- Identification of facility and/or institutional ES&H impacts associated with your project
- Hard-copy documentation available at your desktop

When to Use the ESH-ID Process

- new programs, proposals, processes, and/or construction
- decontamination, decommissioning, demolition, or shutdown of a facility
- modification(s) to programs, processes, projects, and/or facilities with the potential to impact the ES&H operating requirements of the facility or the institution.
- Environmental Restoration projects

Additonally, the ESH-ID process may be implemented to obtain and integrated, overall ES&H evaluation for project involving activities with the potential to

- generate airborne emissions and/or new waste streams
- impact water quality
- impact the ecology of an area or site
- involve more than one ES&H area of concern

Attachment IV

NCB Process (LIR 404-30-02.0)
NEPA, Cultural Resources, and Biological (NCB) Process

Purpose: to ensure that all new and modified programmatic and facility activities (1) consider environmental issues in planning, (2) comply with NCB legal requirements, and (3) incorporated measures necessary to mitigate the effects of activities on environmental resources.

Applies to:
- All strategic (institutional, programmatic and long-range facility) planning
- All new and modified programmatic and facility activities

New or Modified activities (def.): Programmatic and facility activities (irrespective of funding source), that are initiated or modified after the issue of the DOE/EIS 0328 (Jan. 1, 1999) or have the potential to affect biological or cultural resources. ***New or modified activities include activities such as the following: excavation (including soil disturbance and road grading); construction or new facilities or modifications of existing facilities; installation and operation of new or modified equipment in such a way that would change the amount or type of environmental releases (air or water) or waste; and changes in activities that would potentially affect sensitive areas.***

Exceptions:
- Office work, computer analyses and modeling, travel, and other administrative activities
- Maintenance and repair activities and replacement-in-kind that have no potential to affect biological, cultural, and environmental resources.

NCB Reviewers: A person (or ESH-20) who is authorized to conduct NCB Screening. (Requires initial and refresher training). Apply screen to determining the need for NCB assessment. When screen indicated that a NCB assessment is required, use the ESH-ID process or equivalent.

P-FM: Stephanie Archuleta, Walter Atencio
P-DO: Steve Greene
EES: Jeff Hansen
MST: Raeanna Sharpe-Geiger
NIS: Ray Germance

Principle Legislation and Regulations Related to the NCB Process
American Indian Religious Freedom Act of 1978
Archeological Resources Protection Act of 1979
Bald and Golden Eagle Protection Act
DOE NEPA Implementing Regulations (10CFR1021)
Floodplain/Wetland Environmental Review Requirements (10CFR1022)
Endangered Species Act of 1073
Migratory Bird Treaty Act
National Environmental Policy Act of 1969 (NEPA)
National Historic Preservation Act 1966
Native American Graves Protection and Repatriation act of 1990
President's Council on Environmental Quality NEPA Implementing Regulations (40CFR1500)

*If you chose to use the **ESH-ID Process**, an NCB Review will be done as a part of that process.*

Attachment V

P-FM MEL Change Request Form

WO # _____
(if applicable)

Location

TA
Bldg
Room
Other

Equipment

	Equip ID	MFG	Mtr HP	Mtr Frame	Parent	ML	PM	Op Sys
Add new equipment								
Remove equip and all information								
Partial change of info								

Cancel all PM's for the above equipment ___

PM Change:
Stop using procedure number:_____
Start using procedure number: _____
Change frequency of procedure number_____ to _____

Additional Comments:

Authorization _____

Date_____/_____/_____

Action complete_____

Date_____/_____/_____